



ADMINISTERING IRREGULARITIES IN CONSIDERATION OF SEALED BIDS

	Irregularity	Response
1	Late Bids	Automatic rejection and not opened or read publicly
2	Unsealed Bid Envelope	Automatic rejection
3	Bids written in pencil rather than typewriter or completed legibly in ink	Automatic rejection
4	Bids received on tender documents other than those provided by the Township (applicable to tenders only)	Automatic rejection
5	Corporate Seal (applicable to tenders only) or a witnessed Authorized Signatory signature missing	Automatic rejection
6	Failure to provide bid securities as required	Automatic rejection
7	Documents in which addenda with financial implications have not been acknowledged	Automatic rejection
8	Bid requirements not completely met	Rejection depends on significance of bid requirements oversight
9	Restricted or qualified bids	Rejection depends on significance of bid restriction or qualification, and unless bid document prohibits qualification
10	Bids containing clerical and/or arithmetical errors	An acknowledgement and correction by fax within 1 hour of notification, to be followed in letter form within 24 hours to correct and initial errors
11	Overwrites, strikethroughs, or erasures of bidder's entries are not initialed	24 hours to initial from time of notification
12	Failure to attend mandatory site meeting	Automatic rejection
13	All other irregularities	Depending on the significance of the irregularity, at the discretion of the Department Head, in consultation with the CAO or Treasurer, the bid envelope will either be automatically rejected, 24 hours will be given to correct and initial, or the bid may be accepted with the irregularities